

Helpful Information

for

Confirming and Reconciling

FY 1999

Intragovernmental Fiduciary Balances

Prepared By The
Intragovernmental Eliminations Task Force

October 1999

Also, refer to the Intragovernmental Fiduciary Transactions Accounting Guide which is available on the internet at www.fms.treas.gov/cfs/dev

Contact:
Department of the Treasury
Financial Management Service
Financial Standards & Reporting Division

Phone (202)874-9980
Fax (202)874-7232
10/22/99

Reciprocal SGL Account Pairs

Investments in Federal Securities:

Investing Entity	Security-Issuing Agency
1340G (20) Interest, Penalty, and Administrative Fees Receivable	2140G (XX) Accrued Interest Payable
1610G (20) Investments in U.S. Treasury Securities Issued by Public Debt	2530G (XX) Securities Issued by Federal Agencies under General and Special Financing Authority, Net
1611G (20) Discount on U.S. Treasury Securities Issued by Public Debt	
1612G (20) Premium on U.S. Treasury Securities Issued by Public Debt	
1613G (20) Amortization of Discount and Premium on U.S. Treasury Securities Issued by Public Debt	
5310G (20) Interest Revenue	6320G (XX) Interest Expenses on Securities
7110G (20) Gains on Disposition of Assets	
7210G (20) Losses on Disposition of Assets	

Borrowing from Treasury and the Federal Financing Bank:

Borrowing Agency	BPD/FFB
2510G (20) Principal Payable to Treasury OR 2520G (20) Principal Payable to the Federal Financing Bank	1350G (XX) Loans Receivable
6310G (20) Interest Expenses on Borrowing from Treasury	5310G (XX) Interest Revenue
2140G (20) Accrued Interest Payable	1340G (XX) Interest, Penalty, and Administrative Fees Receivable
7190G (20) Other Gains	7210G (XX) Losses on Disposition of Assets
7290G (20) Other Losses	7110G (XX) Gains on Disposition of Assets

FECA Transactions with the Department of Labor:

Federal Entity	DOL
6400G(16) Benefit Expense 6800G(16) Future Funded Expenses	5400G(XX) Benefit Program Revenue
2220G(16) Accrued Unfunded liabilities 2190G(16) Other Accrued Liability	1310G(XX) Accounts Receivable

Reciprocal SGL Account Pairs, Continued

Employee Benefit Transactions with the OPM:

Employing Agency Account		Corresponding OPM Accounts	
2210G(24)	Accrued Funded Payroll and Benefits	1310G(XX)	Accounts Receivable
6400G(24)	Employer Contribution Expense	5400G(XX)	Benefit Program Revenue

**Bureau of the Public Debt
Division of Federal Investments
Confirmation of Account Balances
Fiscal Year Ending September 30, 1999**

Agency Name		Partner Code	
Agency Fund Symbol		Phone Number	
Contact Name		Fax Number	
e-mail address			
Mailing Address			

The Bureau of the Public Debt (BPD) and the investing agencies must reconcile the following reciprocal accounts at year-end to properly report these amounts in agency financial statements and identify intra-governmental transactions for FACTS reporting.

Issuing Agency (BPD)		Investing Agency		Difference
SGL	Amount	SGL	Amount	
2140 (XX)	\$	1340 (20)	\$	\$
2530 (XX) Principal	\$	1610 (20)	\$	\$
2530 (XX) Original Discount	\$	1611 (20)	\$	\$
2530 (XX) Original Premium	\$	1612 (20)	\$	\$
2530 (XX) Amortization of Discount and Premium	\$	1613 (20)	\$	\$
6320 (XX)	\$	5310 (20)		
		7110 (20)		
		7120 (20)		
Total		Total		\$

If there are questions regarding BPD's balances, please call the Division of Federal Investments at (304) 480-5151.

Please Check One:

() Our records do not agree with BPD's records as indicated above. A Reconciliation Worksheet is attached along with a listing of balances that will be reported to Treasury for Fiscal Year 1999 FACTS I reporting.

() I hereby certify that the amounts reported by BPD on this confirmation agrees with our agency reciprocal account balances. These amounts will be reported to Treasury for Fiscal Year 1999 FACTS reporting.

Prepared By: _____ **Title:** _____

Certified By: _____ **Title:** _____

Date: _____

Please send the completed confirmation and attachments to the following addresses no later than November 30, 1999.

Department of the Treasury
Bureau of the Public Debt
Attn: Division of Federal Investments
Room 106 HB
P.O. Box 1328
Parkersburg, WV 26106-1328

Phone Number: (304) 480-5151
Fax Number : (304) 480-5112

Department of the Treasury
Financial Management Service
Financial Stds. & Rptg. Division
Room 214 A
Hyattsville, MD 20782

Phone Number: (202) 874-9980
Fax Number: (202) 874-7232

Bureau of the Public Debt
Confirmation of Account Balances
Fiscal Year Ended _____

Agency Name:
 Agency Fund Symbol:..... Partner Code:.....
 Contact Name:..... Phone No:.....
 e-mail Address:..... Fax No:.....
 Mailing Address:.....

The Bureau of Public Debt (BPD) and the borrowing agencies must reconcile to the following reciprocal accounts at year-end to properly identify intragovernmental transactions for the Federal Agencies' Centralized Trial Balance System (FACTS).

Borrowing Entity		Issuing Agency (BPD)	
Balance		Balance	
2510G Principal Payable to Treasury	\$.....	1350G Loans Receivable	\$.....
6310G Interest Expense on Borrowing from Treasury	\$.....	5310G Interest Revenue	\$.....
2140G Accrued Interest Payable	\$.....	1340G Interest, Penalty and Administrative Fees Receivable	\$.....

Please check one:

() I hereby certify that the amounts reported by BPD on the account balance report agree with our agency reciprocal account balances to be reported to FACTS.

() Our records do not agree with the amounts reported by the BPD on the account balance report. An explanation of the differences and a listing of our agency reciprocal account balances to be reported to FACTS I are attached. If applicable, a Reconciliation of Intragovernmental Balances is attached.

Name of Certifying Officer:..... Title:.....
 Signature:.....
 Date:.....

Please send the completed form no later than 75 days after the close of the fiscal year to:

Department of the Treasury
 Bureau of the Public Debt
 Borrowings Team, Room 114-HB
 P.O. Box 1328
 Parkersburg, WV 26106-5716
 Phone No. (304) 480-5171
 Fax. No. (304) 480-5176

Department of the Treasury
 Financial Management Service
 Financial Standards. & Reporting.
 Rm. 214A
 Hyattsville, MD 20782
 Phone No. (202) 874-9980
 Fax No. (202) 874-7232

**Federal Financing Bank
Confirmation of Account Balances
Fiscal Year Ended _____**

Agency Name:
 Agency Fund Symbol:..... Partner Code:.....
 Contact Name:..... Phone No:.....
 e-mail Address:..... Fax No:.....
 Mailing Address:.....

The borrowing agency must reconcile to the Federal Financing Bank (FFB) reciprocal accounts at year-end to properly identify intragovernmental transactions for the Federal Agencies' Centralized Trial-Balance System (FACTS) reporting.

Borrowing Entity		Issuing Agency (FFB)	
Balance		Balance	
2520G Principal Payable to	\$.....	1350G Loans Receivable	\$.....
The Federal Financing Bank		5310G Interest Revenue	\$.....
6310G Interest Expense on	\$.....		
Borrowing from Treasury		1340G Interest, Penalty and	\$.....
2140G Accrued Interest	\$.....	Administrative Fees Receivable	
Payable		7110G Gains on Disposition	\$.....
7190G Other Gains	\$.....	of Assets	
		7210G Losses on Disposition	\$.....
7290G Other Losses	\$.....	of Assets	

Please check one:

() I hereby certify that the amounts reported by FFB on the account balance report agree with our agency reciprocal account balances to be reported to FACTS.

() Our records do not agree with the amounts reported by FFB on the account balance report. An explanation of the differences and a listing of our agency reciprocal account balances to be reported to FACTS I are attached. If applicable, a Reconciliation of Intragovernmental Balances is attached.

Name of Certifying Officer..... Title:.....
 Signature:.....
 Date:.....

Please send the completed form no later than 60 days after the close of the fiscal year to:

Department of the Treasury
 Federal Financing Bank
 1500 Penn. Ave. NW, Room 3054
 Washington, DC 20220
 Phone No. (202) 622-2470
 Fax. No. (202) 622-2539

Department of the Treasury
 Financial Management Service
 Financial Standards. & Reporting
 Rm. 214A
 Hyattsville, MD 20782
 Phone No. (202) 874-9980
 Fax No. (202) 874-7232

**U.S. Department of Labor
Confirmation of Intragovernmental Account Balances
Fiscal Year 1999**

General Information

1. Department			
2. Contact Name		3. Phone	
4. E-Mail Address		5. Fax	
6. Mailing Address			

Account Balances

7. FECA portion of SGL Account 2190G balance at the end of the fiscal year 1999.....	\$
8. FECA portion of SGL account 2220G balance at the end of the fiscal year 1999.....	\$
9. Total of line 7 plus line 8.....	\$
10. FECA portion of SGL account 6400G balance at the end of the fiscal year 1999.....	\$
11. FECA portion of SGL account 6800G balance at the end of the fiscal year 1999	\$
12. Total of line 10 plus line 11.....	\$
13. FECA portion of SGL account 2690 N balance at the end of the fiscal year 1999	\$
14. FECA portion of SGL account 7600 N balance at the end of the fiscal year 1999	\$
15. Explanations. Use additional attachments if necessary.	

16. Prepared by:	Title:
17. I hereby certify that the amounts reported above agree with amounts to be reported for FY 1999 FACTS I submission to Treasury.	
18. Signature:	Date:

Send the original completed form with signature by facsimile to:
U.S. Department of Labor
OCFO, Division of Financial Statements
Facsimile number (202)219-1711

**Retain a copy at agency and submit original to DOL
DUE DATE: January 1, 2000**

Or by mail to:
U.S. Department of Labor
OCFO, Division of Financial Statements
200 Constitution Avenue
Room S4214
Washington, DC 20210
Telephone number: (202)219-5844

*U.S. Office of Personnel Management
Confirmation of Intragovernmental Account Balances
Fiscal Year 1999*

General Information

1. Agency Pay Office or Agency Name			
2. Contact Name		3. Phone	
4. E-Mail Address		5. Fax	
6. Mailing Address			

Account Balances

7. Actual government contributions remitted to OPM for Retirement, Health Benefits, and Life Insurance during fiscal year 1999 from RITS (2812 data). Report all cash transactions. Do not include accruals	\$
8. SGL account 2210G balance at the end of the fiscal year 1999. Report the accrued amount due to OPM for agency contributions at the end of the fiscal year.	\$
9. SGL account 2210G balance at the beginning of the fiscal year 1999. Report the accrued amount due to OPM for agency contributions at the end of the fiscal year.....	\$
10. Total of line 7 plus line 8 less line 9.....	\$
11. SGL account 6400G balance at the end of the fiscal year 1999. The amount reported on this line should equal the amount reported on line 10.....	\$
12. Difference between lines 10 and 11:.....	\$
13. Explanation for amount reported on line 12. Use additional attachments if necessary.	

Name and Signature of Preparer

14. Prepared by:	Title:
15. I hereby certify that the amounts reported above agree with amounts to be reported for FY 1999 FACTS I submission to Treasury.	
16. Signature:	Date:

Send the original completed form with signature by facsimile to:

U.S. Office of Personnel Management
Financial Policy Staff

Facsimile number (202)606-7944

DUE DATE: January 1, 2000
Retain copy at agency and submit original to OPM

Or by mail to:

U.S. Office of Personnel Management
Financial Policy Staff
1900 E Street, N.W.
Room 3H28
Washington, DC 20415
Telephone number: (202) 606-8083

Treatment of Errors and Reconciling Items

Agencies are required to investigate and explain any discrepancies between their intragovernmental account balances and the reciprocal account balances of their trading partner(s). Discrepancies due to errors should be adjusted in agency records and corrected prior to the FACTS transmission. Different methods for calculating amortization, recording gains and losses, or determining which securities are redeemed are examples of reconciling items. A Reconciliation Worksheet identifying and explaining the differences should be attached to the Confirmation Form.

The following are listings of the most common types of errors and reconciling items:

Examples of errors

1. Intragovernmental (G) attribute incorrect
2. Non-governmental (N) attribute incorrect
3. Fund symbol incorrect
4. Transaction not recorded in the general ledger
5. Transaction recorded to wrong SGL account
6. Wrong amount recorded in the general ledger
7. Transaction recorded in the general ledger in the wrong accounting period
8. Incorrect data submitted in FACTS
9. Non-submission of data in FACTS

Examples of reconciling items

1. Differences that result from using an accounting method different from the trading partner --

E.g., agencies amortizing Treasury security premiums and discounts using the effective interest method while the Bureau of the Public Debt uses the straight-line method.

2. Differences that result from using an SGL account for more than one type of transaction --

E.g., SGL account 7110G, Gain on Disposition of Assets may include gains from activities unrelated to the investment transactions being reconciled, such as gains from disposal of assets.

Treatment of Errors and Reconciling Items, Continued

The following is an example of a reconciliation that should be completed for each intragovernmental SGL account:

Agency X
Sample Reconciliation Worksheet
September 30, 1999

Trading Partner Agency Z,
SGL account, Partner Code, Account Title,
Balance per confirmation
\$xxx,xxx.xx

Reconciling item(s) to be added or (subtracted):

Add (subtract) difference due to using a different accounting method or using
an SGL account for more than one type of transaction
xxx,xxx.xx

Agency X, SGL account, Partner Code, Account Title,
balance per general ledger 9/30/99 \$xxx,xxx.xx

Copies of reconciliation worksheets should be attached to the confirmation forms illustrated in Subparts D of Sections II – V of the *Intragovernmental Fiduciary Transactions Accounting Guide*. Additional details on procedures for confirming balances and reconciling transactions with partner agencies are covered in those Su

Due Dates for Intragovernmental Account Balances Confirmations and Reconciliations

Investment Confirmation and Reconciliation:

- 10/29/99** The Bureau of the Public Debt sends FYE 99 confirmations of account balances at the Treasury fund symbol level to all agencies investing in Government Account Series securities.
- 11/30/99** Agencies submit completed investment confirmations and reconciliations, if applicable, to the Bureau of the Public Debt and Financial Management Service (FMS).

Borrowing Confirmation and Reconciliation:

The Bureau of the Public Debt

- 11/15/99** The Bureau of the Public Debt sends the FYE 99 Agency Account Balance Report and FYE 99 confirmations of account balances at the Treasury fund symbol level to all borrowing agencies.
- 12/15/99** Agencies submit completed borrowing confirmations and reconciliations, if applicable, to the Bureau of the Public Debt and Financial Management Service (FMS).

The Federal Financing Bank

- 11/15/99** The Federal Financing Bank sends FYE 99 confirmations of account balances at the Treasury fund symbol level to all borrowing agencies.
- 11/30/99** Agencies submit completed borrowing confirmations and reconciliations, if applicable, to the Federal Financing Bank and Financial Management Service (FMS).

DOL Confirmation and Reconciliation:

- 10/29/99** The Department of Labor sends FYE 99 FECA liability balances at the billing level to agencies.
- 01/01/00** Agencies submit completed confirmations of account balances relating to FECA transactions and reconciliations, if applicable, to the Department of Labor.

Due Dates for Intragovernmental Account Balances Confirmations and

Reconciliations, Continued...

01/15/00 The Department of Labor contacts agencies with material out-of-balance conditions reported on the confirmation.

OPM Confirmation and Reconciliation:

12/99 The Office of Personnel Management will have receivable and revenue figures available. Agencies experiencing difficulties with the payable and expense account balances should contact the Office of Personnel Management for this information.

01/01/00 Agencies submit completed FYE 99 confirmations of account balances relating to Retirement, Health Benefits and Life Insurance and reconciliations, if applicable, at the department level to the Office of Personnel Management.

Material Unresolved Differences

02/15/00 Agencies report material unresolved differences between trading partners to FMS.

CONTACTS

Eliminations Guidance	Jeff Hoge, Manager (FMS)	202-874-6179
	Rachelle Coleman, Program Requirements & Policy Branch (FMS)	202-874-6122
Investment Confirmation and Reconciliation	Ann Fallon, Division of Federal Investments (BPD)	304-480-5125
Borrowing Confirmation and Reconciliation	Mitzie Johnson or Eleanor Farrar Division of Accounting Operations (BPD)	304-480-5171
	Pamela Sinclair, Office of Government Financing (FFB)	202-622-2470
DOL Confirmation and Reconciliation	Veronica Freeman, Division of Financial Statements (DOL)	202-219-7700 Extension 195
OPM Confirmation and Reconciliation	Mike Finucan, Financial Policy Staff (OPM)	202-606-8083

Intragovernmental Eliminations Transactions Contact Listing

Agency	Member	Telephone no./fax	e-mail
Agriculture	Barbara Blackwell	202-720-9984 202-720-5679 (fax)	Bblackwell@cfo.usda.gov
Commerce	Tony Akande	202-482-0239 202-482-5070 (fax) 202-482-1992 (fax)	Takande@doc.gov
Defense	Tom Tresslar	703-693-6502 703-697-4608 (fax)	Tresslat@osd.pentagon.mil
Education	William Fleming	202-401-2057 202-205-2435 (fax)	William_fleming@ed.gov
Energy	Wendy Miller Rick Loyd	301-903-6435 301-903-4190 301-903-0273 (fax)	Wendy.h.miller@hq.doe.gov Rick.loyd@hq.doe.gov
Health & Human Services	Sue Mundstuk Paul Weinberger	202-690-6228 202-260-6372 202-690-8150 (fax)	Smundstu@os.dhhs.gov Pweinber@os.dhhs.gov
Housing & Urban Development	Keith Donzell	202-708-2721 202-619-8008 (fax)	Keith_m._donzell@hud.gov
Interior	Phil Daniels	202-208-5225 202-208-6940 (fax)	Philip_daniels@os.doi.gov
Justice	Chris Alvarez Gail Jenkins	202-616-5234 202-616-6414 (fax) 202-616-5228 202-616-6414 (fax)	Christopher.alvarez@usdoj
Labor	Greg James Veronica Freeman	202-219-5275 ext. 192 202-219-7700 ext. 195 202-219-1711 (fax)	Gjames@dol.gov Freeman-veronica@dol.gov
State	Arnold Lee	202-261-8630 202-261-8622 (fax)	Leeas@sa15wpoa.us-state.gov
Transportation	Christine Kent	202-366-5622 202-366-7174 (fax)	Christine.kent@dot.ost.gov
Treasury	Joseph McAndrew Dan Waugh	202-622-0807 202-622-0936 202-622-2318 (fax)	Joseph.mcandrew@treas.sprint.com Daniel.waugh@treas.sprint.com
Veterans Affairs	Jack Gartner	202-273-5528	Jack.gartner@mail.va.gov
		202-712-4803	

Agency	Member	Telephone no./fax	e-mail
AID	Tom Vapniarek	202-216-3444 (fax)	Tvapniarek@usaid.gov
EPA	Jim Brady	202-564-4893	Brady.jim@epamail.epa
FEMA	Kaye McTighe	202-646-4231 202-646-27147 (fax)	
GSA	Ed Gramp	202-501-0593 202-501-4186 (fax)	
NASA	Dave Moede Jack Hafner	202-358-1032 202-358-1036	David.moede@hq.nasa.gov Jack.hafner@hq.nasa.gov
NSF	Loren M Jones	703-306-1282 703-306-0287 (fax)	Ljones@nsf.gov
NRC	Carl Fredericks Barbara Gusack	301-415-6077 301-415-6054 301-415-5545 (fax)	Caf@nrc.gov Bkg@nrc.gov
OPM	Robert Loring Cynthia Baltimore Keith Willingham	202-606-5028 202-606-0987 (fax) 202-606-4275 202-606-4750 202-606-1338 (fax)	Raloring@opm.gov Cbaltimo@opm.gov Kwilling@opm.gov
SBA	Jim Gonyo Bob Montgomery	202-205-7100 202-205-7193 202-205-7274 (fax)	James.gonyo@sba.gov Robert.montgomery@sba.gov
SSA	Joanne Rosenkilde	410-965-7340 410-965-9248 (fax)	Joanne.rosenkilde@ssa.gov

10/26/99

Intragovernmental Eliminations Task Force Members Listing

Intra-Governmental Eliminations Task Force Members Listing

Agency	Member	Telephone #	e-mail
Agency For Int. Dev. (AID)Int.De	Eileen White	(202)712-0924	ewhite@usaid.gov
Agriculture (USDA)	Barbara Blackwell	(202)720-9984	bblackwell@cfo.usda.gov
Agriculture (USDA)	Karen Brown	(703)605-0237	karen_brown@fns.usda.gov
Agriculture (USDA)	MelaJo Kubacki	(202)720-1203	mkubacki@cfo.usda.gov
Agriculture (USDA)	Tonya Allen- Shaw	(202)720-0991	tallen-shaw@cfo.usda.gov
Agriculture (USDA)	Pat Smith	(202)720-8977	psmith@cfo.usda.gov
Agriculture-NFC (USDA)	Margo Erny	(202)720-0990	merny@cfo.usda.gov
Agriculture-OIG (USDA)	Debbie Bix	(816)926-3735	dabix@oig.usda.gov

Intra-Governmental Eliminations Task Force

Members Listing

Commerce (DOC)	Tony Akande	(202)482-0239	takande@doc.gov
Commerce (DOC)	Gary Gilbertson	(301)258-4505 ex.242	ggilbert@doc.gov
Commerce (DOC)	Bruce Henshel	(202)482-0646	bhenshel@doc.gov
Commerce (DOC)	Lisa Casias	(202)482-0766	lcasias1@doc.gov
Defense (DOD)	Oscar Covell	(703)697-6149	covello@osd.pentagon.mil
Defense (DOD)	Eileen Parlow	(703)697-7297	parlowe@osd.pentagon.mil
Defense-IG (DOD)	Tom Byers	(317)510-3847	tbyers@dodig.osd.mil
Defense-IG (DOD)	Susie Brittingham	(703)604-9115	sbrittingha@dodig.osd.mil
Federal Deposit Insurance Corporation (FDIC)	Vanessa Hester	(202)416-7274	uhester@fdic.gov
Federal Deposit Insurance Corporation (FDIC)	Jeffrey Taylor	(202)416-2038	jetaylor@fdic.gov

Intra-Governmental Eliminations Task Force

Members Listing

General Services Admin. (GSA)	Earl Barnes	(202)501-00578	earl.barnes@gsa.gov
Gov.Accounting Office (GAO)	Bob Owens	(202)512-8579	owensr.aimd@gao.gov
Health & Human Services (HHS)	Kevin Kuesters	(202)690-6214	kkuester@os.dhhs.gov
Health & Human Services (HHS)	Sue Mundstuck	(202)692-6228	smundstu@os.dhhs.gov
Health & Human	Paul Weinberger	(202)260-6572	
Health & Human	Damon Sutton	(202)680-6199	dsutton@os.dhhs.gov
Interior (DOI)	Phil Daniels	(202)208-5225	philip_daniels@os.doi.gov
Justice (DOJ)	Chris Alvarez	(202)616-5234	christopher.c.alvarez@usdoj.gov
Justice (DOJ)	Neil Ryder	(202)616-4650	neil.ryder@usdoj.gov
Labor (DOL)	Greg James	(202)219-5275 ex.192	gjames@dol.gov
Labor (DOL)	Veronica Freeman	(202)219-7700 ex. 195	freeman-veronica@dol.gov

Intra-Governmental Eliminations Task Force Members Listing

Nuclear Regulatory Commission	Carl Fredericks	(301)415-6077	caf@nrs.gov
Office Of Management & Budget (OMB)	James Short	(202)395-3124	jshort@omb.eop.gov
Office Of Management & Budget (OMB)	Kim Geier	(202)395-6905	kgeier@oa.eop.gov
Office Of Management & Budget (OMB)	Sheila Conley	(202)395-3070	
Office Of Personnel Mgmt. (OPM)	Bob Yuran	(202)606-1745	rayuran@opm.gov
Office Of Personnel Mgmt (OPM)	Mike Finucan	(202)606-8083	mjfinuca@opm.gov
Small Business Admin.	Bob Montgomery	(202)205-7183	robert.montgomery@sba.gov
Small Business Admin.	James R. W. Gonya	(202)205-7100	James.Gonya@sba.gov
Social Security (SSA)	Stephanie Walter	(410)965-5547	stephanie.a.walter@ssa.gov

Intra-Governmental Eliminations Task Force

Members Listing

Social Security (SSA)	Joanne Rosenkilde	(410)965-7340	joanne.rosenkilde@ssa.gov
State Dept.	Arnold Lee	(703)812-2240	leead@sa15wpoa.us-state.gov
Treasury-BPD	Sandy Jones	(304)480-5148	skjones@bpd.treas.gov
Treasury-BPD	Crystal Antoline	(304)480-5141	cantoline@bpd.treas.gov
Treasury-BPD	Crystal Blaniar	(304)480-5163	cblaniar@bpd.treas.gov
Treasury-BPD	Eleanor Farrar	(304)480-5166	efarrar@bpd.treas.gov
Treasury-BPD	Mitzie Johnson	(304)480-5167	mitzie_Johnson@bpd.treas.gov
Treasury-BPD	Stephanie Brown	(304)480-5181	sbrown@bpd.treas.gov
Treasury-DO	Pamela Sinclair	(202)622-2953	pamela.sinclair@do.treas.gov
Treasury-DO	Cynthia Boyd	(202)622-4630	cynthia.boyd@do.treas.gov
Treasury-DO	Denise Woodruff	(202)622-1013	denise.woodruff@do.treas.gov
Treasury-FMS	Jeff Hoge	(202)874-6179	jeffrey.hoge@fms.sprint.com
Treasury-FMS	Karl Foltz	(202)874-6739	karl.foltz@fms.sprint.com

Intra-Governmental Eliminations Task Force Members Listing

Treasury-FMS	Steve Creeger	(202)874-6434	steve.creeger@fms.sprint.com
Treasury-FMS	Lori Eason	(202)874-6721	lori.eason@fms.sprint.com
Treasury-FMS	Colleen Graham	(202)874-9923	colleen.graham@fms.sprint.com
Treasury-FMS	Rachelle Coleman	(202)874-6122	rachelle.coleman@fms.sprint.com
Treasury-OIG	Louella Lontok	(202)927-5356	lontokl@oig.treas.gov
Treasury-OIG	Tony Elachkar	(202)927-5781	elachkara@oig.treas.gov
Veterans Administration	Monica Congleton	(202)273-5548	
Treasury-OIG	Joseph Dennis	(202)927-6444	dennisj@oig.treas.gov



**Office of
Personnel Management**
The Federal Government's Human Resources Agency

***Retirement and Insurance Service
Financial Management Letter***

Number: F-99-06

Date: August 20, 1999

Subject: Interdepartmental Eliminations

The Consolidated Financial Statements (CFS) of the U.S. includes a statement that because Federal agencies have serious financial management problems, an unqualified audit opinion is precluded. One of the specific problems identified concerns the accounting for intragovernmental transactions. According to the CFS, agencies cannot effectively identify transactions with other ("partner") agencies so they can be eliminated for governmentwide financial reporting purposes.

Last year, as you know, we attempted to play a leadership role in this regard. Our Financial Management Letter Number F-98-09 required that you submit an Interdepartmental Account Balance Confirmation. Upon receiving it, we attempted to match our revenues and receivables with the expenses and payables you reported on the Confirmation. We were not entirely successful because of two principal issues.

First, some agencies whose payroll operations are cross-serviced, did not report meaningful balances on their Confirmation. We can assure you that the three large cross-servicing agencies do furnish to their client agencies the information needed to meet all reporting requirements relating to Retirement, Health Benefits and Life Insurance transactions. It is incumbent upon the client agencies to collect this information and use it appropriately to report expenses and liabilities to Treasury via FACTS and to us on the Confirmation. If you should have any difficulty obtaining the information you need for FACTS or the OPM Confirmation from one of the "big three" cross-servicers, please contact the appropriate individual, as follows:

AGENCY	CONTACT	PHONE
National Finance Center	Joseph Vitale	(504) 255-5464
Department of the Interior	Sandy Gregory	(303) 969-7739
General Services Administration	Mark Lutz	(816) 926-5118

Second, agencies seem not to be clear about the intragovernmental accounts they need to report to Treasury via FACTS and to us on the Confirmation. The only OPM-related intragovernmental accounts are those associated with *employer* contributions and are designated as "G" accounts. *Employee* contributions, on the other hand, are governmental ["N"] accounts and must **not** be reported as intragovernmental via FACTS or on the Confirmation. The applicable interdepartmental account balances that must be eliminated on the Consolidated Financial Statement are:

EMPLOYING AGENCY ACCOUNT		CORRESPONDING OPM ACCOUNT	
2210G	Accrued Funded Payroll and Benefits	1310G	Employer Contributions Receivable
6400G	Employer Contribution Expense	5400G	Benefit Program Revenue

Please make special note of the fact that agencies must report expenses related to employer contributions for Retirement, Health Benefits, and Life Insurance under standard general ledger account 6400G. Account 6100G is **not** acceptable for 1999.

We will again for Fiscal Year 1999 require a Confirmation of Intragovernmental Account Balances for Retirement, Health Benefits and Life Insurance from all of our “trading partners”. **The Confirmation is due to us no later than January 1, 2000.** The Confirmation is provided, for your convenience, as an attachment to this letter.

We have worked closely with the Financial Management Service and have incorporated our intragovernmental account reporting and elimination procedures in its Intragovernmental Fiduciary Transaction Accounting Guide. It is available at www.fms.treas.gov/cfs/dev -- the **OPM procedures are in Section V of the Guide**

All significant intragovernmental account differences **MUST** be reconciled in 1999. We believe it is extremely important that this be accomplished prior to the reporting of the transactions to Treasury via FACTS. If, after receiving FACTS reporting, significant intragovernmental account differences are disclosed, Treasury will insist that we and all applicable employing agencies reconcile them within extremely stringent timeframes.

Please contact Mike Finucan, of this staff, on (202) 606-8083 if you experience problems or have questions regarding:

- Meeting the OPM Confirmation Report deadline;
- Accessing the Guide from the Internet;
- Understanding the OPM accounting transactions illustrated in the Guide; or
- Preparing the OPM Confirmation of Intragovernmental Account Balances.

Questions about the OPM portion of the Guide may also be emailed to finance@opm.gov. Thank you in advance for your cooperation.

Robert A. Yuran, Chief

Financial Policy Staff
Retirement and Insurance Service

Attachment

